

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

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Certified Court Interpreters Program

**GUIDELINES FOR APPROVAL OF CONTINUING  
EDUCATION ACTIVITIES FOR PROVIDERS**

**I. Definition of Terms**

Court Interpreter Continuing Education refers to the educational activities in which court interpreters participate to improve their professional knowledge, skills, and abilities as one of the requirements for maintaining certification. The instruction may be directly related to the act of interpreting, or may cover the types of cases, terminology, or issues that court interpreters deal with, such as legal concepts, criminal investigation, weapons, sex offenses, and slang. The courses of study may be short term (such as a weekend workshop) or long term (a one-semester or one-quarter course or sequence of courses).

An "approved continuing education activity" is a course, workshop, lecture, field trip, or other educational activity that is offered by an individual, partnership, corporation, association, organization, educational institution, or government agency, and that has been approved by the Nevada Administrative Office of the Courts (AOC) for fulfillment of the continuing education requirement for certified court interpreters. The term "approved continuing education activity," or any similar phrase, shall not be used in promotional materials for any educational activity unless an application for approval has been submitted to the AOC and a favorable decision has been issued. If an application for approval is pending, the provider shall in its notice indicate that an application has been made for continuing education credit.

**II. Application Procedures**

Any individual, partnership, corporation, association, organization, educational institution, or government agency wishing to offer an approved continuing education activity for court interpreters, shall submit an application on the form supplied by the AOC for that purpose.

The AOC shall consider applications for approval. The AOC shall notify applicants of its decision within thirty (30) days of receipt of the application. The notice of an approved application shall include an approved continuing education number, which shall be assigned for the specific activity that has been approved. Approval of continuing education activities is nontransferable.

Approved continuing education numbers shall not be used for activities not approved by the AOC; a provider wishing to offer multiple activities shall submit multiple applications for approval. A single approved activity may be offered on more than one occasion or at more than one location without submission of a new application for approval, provided that no substantive changes are made in activity content or faculty. Applications will be approved for one year subject to review at the AOC's discretion. If the AOC believes that a change substantially alters the activity, it may revoke its approval and require submission of a new application.

In the case of a conference at which multiple continuing education activities will take place simultaneously, the sponsoring entity shall submit the proposed program, including topics and speakers' names and qualifications, to the AOC for approval.

### **III. Provider Responsibilities**

Providers of approved continuing education activities shall have a written and published policy, available upon request, containing information on 1) refunds in case of non-attendance, 2) time period for return of fees, and 3) notification of activity cancellation.

Providers of approved continuing education activities shall keep the following records for a period of five years in one location within the state of Nevada, or in a place approved by the AOC:

1. Course outline or syllabus
2. Record of date(s) and location(s) of activity
3. Curriculum vita or résumé of instructor(s)
4. Full name of each certified/non-certified interpreter participating in activity
5. Roster of attendance with participants' signatures
6. Copy of attendance verification issued to participants
7. Evaluation forms
- 8.

The aforementioned records shall be provided to the AOC upon request at no cost to the AOC.

Providers of approved continuing education activities shall notify the AOC of any change in their organizational structure and/or personnel responsible for continuing education activities, including name and address changes, within 30 days after the change.

Providers shall accept full responsibility for adhering to these guidelines in each activity offered, including but not limited to 1) recordkeeping, 2) advertising and publicity, 3) issuance of attendance verification, and 4) instructor qualifications.

For purposes of monitoring compliance with these guidelines, the AOC may audit the records of a provider and may request copies of pertinent documents. Furthermore, it may send a representative to attend any approved continuing education activity at no charge. The representative shall show documentation identifying himself or herself as an employee of the AOC or as a member of the Certified Court Interpreter Advisory Committee.

#### **IV. Continuing Education Credit**

Each AOC pre-approved class hour shall be counted as one hour of continuing education. Continuing education activities shall last at least one hour. Participants must attend an entire activity to be given credit. Reasonable absences are allowed for long-term courses (e.g., two absences per semester).

#### **V. Instructor Qualifications**

Instructors teaching approved continuing education activities shall have the following minimum qualifications:

1. Instructors of interpreting courses shall:
  - a. Have at least a BA from an U.S. university or the equivalent degree from a foreign university, and
  - b. Have at least five years' experience in courtroom or conference interpreting, or
  - c. Possess Nevada State or federal court interpreter certification.
2. Instructors of translation courses shall:
  - a. Have at least a BA from an U.S. university or the equivalent degree from a foreign university, and
  - b. Have at least five years' experience as a professional translator, or
  - c. Be accredited by an AOC-recognized professional translators association, or possess a university degree in translation or valid credentials as a translator from another country.
3. Instructors of other courses shall:
  - a. Possess the necessary credentials to practice their profession or trade (an academic degree, license, certificate, etc.), and
  - b. Have at least five years' experience in their profession or trade, or
  - c. Have experience teaching the subject of the course in question

Instructors shall provide documentation to show that they meet the aforementioned requirements.

The AOC may waive any requirement for exceptional individuals. Requests for exceptions will be examined on a *case-by-case basis*, and particular consideration will be given to the topic of the continuing education activity (for example, the presenter of a workshop on street slang may not be required to possess academic or professional credentials).

#### **VI. Verification of Attendance**

Within sixty (60) days of completion of an approved continuing education activity, the provider shall issue a document to each participant to verify attendance. The document may be a letter, grade slip, transcript, or certificate of completion or attendance. If the document is a certificate of completion, it shall contain language stating that the document does not constitute court interpreter certification. Regardless of the form of the document, the following information shall be included in it:

1. Name of student
2. Course title and AOC number
3. Provider name

4. Number of continuing education contact hours
5. Signature of instructor and/or provider

## **VII. Promotional Materials**

Any promotional materials distributed to publicize approved continuing education activities shall contain the following statement:

***"This course has been approved by the Administrative Office of the Courts for \_\_\_\_\_ hours of continuing education credit."***

Any promotional materials distributed to publicize a course for which approval from the AOC is pending shall contain the following statement:

***"This course has been submitted to the Administrative Office of the Courts for continuing education credit and AOC approval is pending."***

Providers of approved continuing education activities shall indicate in the promotional materials the nature of the activity, the time devoted to each topic, and the identity and qualifications of the instructor(s).

## **VIII. Evaluation Forms**

Providers of approved continuing education activities shall distribute to the participants in each approved continuing education activity a Continuing Education Evaluation Form that meets AOC specifications. Participants shall fill out the evaluation forms and turn them in at the conclusion of the activity. Providers shall collect the evaluation forms and submit the forms or evaluation summary to the AOC upon conclusion of the activity.